

~~CONFIDENTIAL~~~~SECURITY INFORMATION~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Personnel Director

FROM : Finance Division

SUBJECT: Processing of Overseas Employees

DATE: 1 December 1951

12 MAR 11 05 330

1. I have just completed "processing" for TDY abroad and wish to offer my comments on the procedure employed. My trip was hurriedly arranged, therefore required prompt action. Upon notice to the Central Processing Branch, I was immediately scheduled for all processing, including passport, visas, permits, medical, security and transportation.

2. With no special attention, each portion of this processing was conducted courteously and expeditiously and with a minimum of time on my part. Even the "shots" and physical are "easier to take" under these conditions.

3. I would like to commend all individuals encountered in this processing for their courteous and efficient service, but cannot name each. However, the work of [REDACTED] and the receptionist at the medical center, prompt this memorandum.

25X1A9a

25X1A9a

4. Although I am most appreciative of the service rendered me in this instance, I feel required to comment that, in my opinion, the Central Processing Branch should be increased in personnel and office space. The conditions under which these efficient employees must work do not appear conducive of accuracy or efficiency which now apparently depends, to a substantial degree, upon the personal sacrifice of several individuals.

5. Please accept my thanks for a good job and recommendation that these facilities be increased.

25X1A9a

[REDACTED]

Acting Chief, Finance Division

~~CONFIDENTIAL~~